

Town East Christian School

Prearranged Absence Form

_____ (Date)

Dear Teacher,

Please be advised that we are prearranging for _____ (Student Name),
in the _____ (Grade) to be absent on _____ (Date/s). Please let us
know which assignments need to be done in order to stay current. Thank you for your trouble.

Respectfully,

_____ (Parent Signature)

Subject	Assignment	Initials

_____ (Office Signature)

Note: Please return this form to the office. One form is needed for each child. A 24 hour notice is required!